



# GUAM REGIONAL TRANSIT AUTHORITY

## GOVERNMENT OF GUAM

Lourdes A. Leon Guerrero, Governor  
Joshua F. Tenorio, Lieutenant Governor  
Celestin C. Babauta, Interim Executive Manager



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### BOARD OF DIRECTORS MEETING

#### Transit Management Center

July 14, 2020, 2:00 pm

#### Agenda

- I. Meeting Call to Order
- II. Roll Call/Opening Remarks
- III. Administrative Directive – Wearing of Mask and Social Distancing Mandatory
- IV. Review of GRTA Board Minutes June 9, 2020
- V. Public Participation – 3 Minutes Per Individual
- VI. Interim Executive Manager’s Report: Budget/Finance/Procurement, Paratransit/Ridership, Maintenance/Vehicle Fleet, Transit Management Center, Projects, Grants - CARES Act, One Call – One Click Transportation Management System, Interim Executive Manager’s Report – Since Taking Over (January 2019 – August 2019 Without GRTA Board) August 2019 – June 2020
- VII. New Business
  - A. GRTA is an Autonomous Agency
    1. Contract Authority
    2. Organization
  - B. Adoption of Department of Administration Personnel Rules and Regulations
  - C. FY20 FTA Grant Proposal
  - D. Revenue Generating Initiatives
  - E. Review status of Contract Matters: Fixed Route Contract; MOU with DPW
  - F. Executive Manager’s job description and annual review
- VIII. Other Discussions
  1. Vice Chairman Leon Guerrero’s Bus Tour
  2. GRTA Newsletter
- IX. Executive Session
- X. Adjournment



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### Board of Directors Regular Meeting

Tuesday, July 14, 2020 at 2:00 pm  
Transportation Management Center  
Meeting Minutes

- I. **Call to order:**  
Chairman Alejo Sablan called the meeting to order at 2:00 pm.
- II. **Roll Call/Opening Remarks:**  
GRTA Board Members present: Chairman Alejo Sablan, Vice-Chairman John Leon Guerrero, Director Kevin Susuico and Director David Arentz. Chairman Sablan introduced GRTA's Legal Counsel Attorney Tom Keeler.
- III. **Administrative Directive – Social Distancing Mandatory:**  
Chairman Sablan informed the Board and as well as the public that due to COVID-19, wearing a mask and social distancing is mandatory.
- IV. **Review of Minutes:**  
Board Members reviewed the June 9, 2020 meeting minutes. Director David Arentz motioned to approve the minutes and Director Kevin Susuico second it. Meeting minutes was approved with 4 yes and 0 nays.
- V. **Public Participation – 3 minutes per individual:**  
Ms. Ginger Porter had the following concerns;
  - The pick-up window for paratransit service that is being provided to riders is not the same as information on the Rider's Guide.
  - The change in companion or personal assistants traveling with an eligible rider when space is requested. This is right is being denied to two individuals from the same household who both use mobility devices, this right is available to others. The restriction to persons using mobility devices is a denial of a civil right.
  - The restriction placed on persons using mobility devices regarding transferring from their device to a vehicle seat. This is a denial of a civil right. You cannot make the restriction based on assumed potential injury.
  - Response time for complaints. The old policy states 3 days with exception up to 5 days and now a change has been made to 10 days. For someone who is riding paratransit that is a long time to get some type of resolution or feedback with regards to a problem.
  - Another concern is about the change in customer service for individuals attempting to purchase paratransit ticket fares at the administrative offices of GRTA. In recent years with fewer office staff, GRTA conducted walk in service during office hours for the purchase of tickets. It is my understanding that reduced hours have now been put in place, limiting the time frames of access.



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- At the last meeting, there was an inquiry regarding the behavior of one of your Board Members. The Executive Manager provided a brief response that he counseled the board member. My question is this, why was this not a matter for the Board itself to address? Was the complaint registered to the Board or to management? If to management, did the EM forward the complaint to the Board? Was the complaint known at the May board meeting? The Board should be addressing board matters, and that includes the behavior within its ranks. The Board should also be responding to the complainant regarding its stance on the issue.

Interim Executive Manager Babauta's response to Ms. Ginger's comments are as follows;

- Riders are not being denied transportation they request. There may be a miscommunication between the rider and the scheduler.

- Selling of bus fare tickets will be available from 8am-5pm Monday -Friday.

- With regards to Director Arentz, when he rides the bus, he is a rider not a board of director. I consulted with Director Arentz and he complied with my directives and guidance.

Ms. Evelyn Duenas stated she was informed by one of the schedulers and the supervisor of TMC that the Administration Office made changes regarding hours when riders can purchase bus fare tickets. As a result, she is being inconvenienced. Interim Executive Manager Celestin Babauta informed Ms. Duenas effective July 15, 2020 the hours of selling tickets will be from 8am-5pm.

### **VI. Interim Executive Manager's Report:**

A. Budget/Finance/Procurement: Staff Member Catherine Blas informed the Board that GRTA has about \$689,418 left from local funds and majority of the funds will be going to salaries and benefits, AK for maintenance, KEI for fixed route and fuel charges. She stated the funds will last to the end of FY20. Blas mentioned that the CARES Act grant is currently being processed by DOA and BBMR. She explained with regards to FY17 FTA Continuing Grant, it has been extended to September 30, 2023. Those funds are being used for GRTA's bus procurement that was reviewed by the Attorney General's office and currently at GSA. Staff Member Blas explained in reference to the Typhoon Dolphin Bus Shelter, GRTA is a subgrantee to Guam Homeland Security. GRTA is currently awaiting documents from Homeland Security so GRTA can make amendments in our system. Interim Executive Manager Babauta informed the Board the funds will be used to build the bus shelter within the proximity of the Inarajan Public Health Center. She stated that due to COVID-19 the deposits to our NAF account have decreased. Vice-Chairman John Leon Guerrero inquired relative to the amount of grant funds for the One Call - One Click Transportation Management System (TMS). Interim Executive Manager Babauta informed him the estimated amount is about \$400,000 and the remaining balance to be used is \$129,483. Babauta expounded that with regards to the warranty for the Transportation Management System, GRTA has a 2-year warranty with an option to renew for another year. He further explained the warranty starts from the day the system is activated. The funding for the TMS was available 8 years ago.

B. Paratransit/Ridership: Staff Member Jackie Taitano briefed the Board that to date, GRTA has 612 paratransit riders and 9 applicants are currently being processed. The ridership in June for Fixed



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Route is 5,347 and 3,990 for Paratransit. Staff Member Taitano stated in FY19 paratransit ridership was 55,980 and 124,081 for fixed route. For FY20 to date, paratransit ridership is 19,062 and 51,329 for fixed route. Taitano informed the Board that Staff Member Marlon Molinos is handling complaints. Presently in FY20, GRTA received 19 complaints to date with 17 being closed and 2 are currently being worked on. Interim Executive Manager Babauta commended Staff Member Taitano and Staff Member Molinos for the fine work they've been doing.

- C. Maintenance/Vehicle Fleet: Interim Executive Manager Babauta informed the Board that to date, GRTA has 11 MV1's and 6 ARBOCs in operation. He explained that GRTA is now doing preventive and minor maintenance and because of that, GRTA is saving thousands of dollars.
- D. Transit Management Center: Staff Member Margaret Nauta informed the Board that the total number of trips for June 2020 is 3,990 and number of ridership is 4,226. She also enlightened the Board that for the month of June, 2,272 were medical trips, 668 trips for work and 1,081 are for trips going to the store, banks, etc. Of all the data presented, the number of wheel chair riders added up to 950. Chairman Sablan brought up a concern with respect to the plexiglass being installed for the safety of our drivers. Staff Member Blas explained the purchase order has already been issued, pending acknowledgement from the vendor. Interim Executive Manager Babauta informed the Board when the plexiglass is installed in our buses, we will be able to have additional seating capacity. He further explained that issues pertaining to purchasing of buses during COVID 19. GRTA submitted a bus procurement package through Homeland Security hoping that buying buses will be faster. Babauta said that GRTA has the monies, it's just a matter of working with GSA to make the purchase.
- E. Projects: Interim Executive Manager Babauta informed the Board that the A&E contract for the design of GRTA's facility is being handled by DPW and should be forwarded to the Governor's Office for final approval. Once the contract is approved, GRTA can proceed with the A&E firm in designing the facility. Furthermore, the contract states the design should be completed within 90 days.
- F. Grants – CARES Act: Interim Executive Manager Babauta informed the Board that he and FTA finalized approval of the \$2.7 CARES Act grant. GRTA is working with DOA and BBMR to load those funds into its government of Guam account. He further explained Staff Member Rally Pilipina is currently working on the specs to purchase the 24 passenger buses using \$1.7 million. When completed, the procurement package will be forwarded to Attorney Tom Keeler for his review because the amount is over \$500K. Upon completion, requisition and the bus specifications will be turned over to GSA for bidding. The remainder of the funds will be used to hire bus drivers and acquire personal protective equipment. He also provided clarification on the FTA FY17 funding that is being addressed by FTA. GRTA turned over to GSA a Bus Procurement package; however, it was not put out on bid in a timely manner and allowed the funding to expire. Consequently, GRTA generated an extension to FTA. He mentioned the request has been approved by the FTA Representative in Hawaii and currently being addressed at Region 9. Babauta stated that as soon as



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GRTA's request is approved, GSA will be able to award the Bus Procurement Package in the amount of \$583,000 to the winning bidder. Altogether the Procurement Package is \$1,083,000 which will hopefully purchase about seven 14-passenger buses.

- G. The Interim Executive Manager reported on achievements that GRTA accomplished since his appointment by Governor Lou Leon Guerrero. They are as follows:
- Saved Guam \$1,237,500 that was to be returned back to the Federal Transit Administration (FTA)
    - \$237,500 will be used to design GRTA's facility that will include maintenance, transit operations, and administration all under one roof.
    - \$1 million and another \$1.5 million from FY19 FTA grant to construct the facility
  - Found \$400,00 at US DOT that was earmarked for Guam since 2005 – to be used to purchase paratransit vehicles.
  - Purchased the One Call – One Click Transportation Management System (TMS) in 2019; however, the funds were available since 2012.
  - CARES grant proposal of \$2.7 million approved by FTA
  - Operational buses and vans went from 7 to 18
  - No longer leasing Kloppenburg's buses at \$74.00 an hour
  - No longer denying any paratransit rider transportation
  - Saved over \$50,000 in maintenance funds
  - Took over paratransit bus operations and saved government of Guam over \$200K
  - Started formal architectural and engineering design for GRTA facility
  - Submitted procurement package to procure 14 passenger buses valued at \$1,083,000.
  - Provided a dignified interview site for paratransit riders
  - Working on emergency procurement for 14 passenger buses
  - Started monthly GRTA newsletter
  - Created Paratransit Operations Daily briefing
  - Directed implementation of 2-person concept for accounting of bus fares and submission to bank
  - Fixed Route invoices are being scrutinized by GRTA staff to ensure accuracy
- Attorney Keeler suggested reports in this nature should be attached to a draft agenda and distributed 2 days in advance so the Board has the opportunity to review it.
- H. One Call – One Click Transportation Management System (TMS): Staff Member Virgil Penafiel briefed the Board that Routematch was selected through a Multi-Step Bid process. As Project Manager, Mr. Penafiel has been working diligently with Routematch since February 2020 to learn the workings of the TMS. Milestones that were identified are being accomplished as scheduled so that the activation date is met. Penafiel mentioned that some of the hardware have been delivered to include 4 desktops and 30 tablets. Because of COVID-19, arrival of Routematch staff will be around September 21 vice August. GRTA is fortunate to have its staff begin training on the TMS even before the arrival of Routematch staff. Staff Member Penafiel informed the Board that Routematch will contract a vendor to install the tablets on the buses and vans.



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### VII. New Business:

#### A. GRTA is an Autonomous Agency Per Public Law 30-5:

According to Attorney Tom Keeler, GRTA is an autonomous agency and allowed to enter into contract under PL 30-5. However, with some exceptions such as buying vehicles, GRTA has to go through GSA. Also, procurement over \$500K has to be reviewed and approved by the Attorney General of Guam. Attorney Keeler stated that communications through WhatsApp, emails and text messages are all subject to the Open Government Act. He suggests GRTA figure out a specific email system for specific issues. For example, an independent Gmail account for a specific topic such as the One Call – One Click and urges GRTA don't use WhatsApp if possible.

#### B. Adoption of the Department of Administration Personnel Rules & Regulations: Interim Executive Manager Babauta informed the Board this is an area GRTA is exploring with the staff to implement so GRTA will have the autonomy to hire personnel. However, it is imperative that GRTA selects the rules and regulations in view its requirements so it doesn't have to go through DOA Human Resources. Attorney Keeler spoke about making a detailed review of the personnel rules and regulations because some may not be applicable. Nonetheless, the document must be adopted by the Board. He stated the Board may want other regulations, but the review needs to be done by the staff first.

#### C. FY20 FTA Grant Proposal: Interim Executive Manager Babauta stated FTA apportioned \$1.9 million to GRTA for FY20. GRTA programmed \$500,000 for Park & Ride in Dededo, \$300,000 for the maintenance equipment at the new facility, and \$200,000 for the security system. He mentioned from the \$1.9 million, \$769,363 will be utilized for operating assistance in support of paratransit and \$196,596 for state administration. Interim Executive Manager Babauta explained that in order for GRTA to use the FTA funds for the Park & Ride, GRTA must own the property. He stated the Mayor of Dededo is working with Department of Land Management to have the property surveyed. Director Kevin Susuico suggested that Mr. Babauta acknowledge the Mayor of Dededo and the Mayor's Council for their assistance. Director Susuico motioned to approve Resolution No.: GRTA 2020-003, but would like to request a more detailed breakdown of what the funds will be used for and second it by Vice-Chairman John Leon Guerrero. Resolution No.: GRTA 2020-003 was approved with 4 yes and 0 nays.

#### D. Revenue Generating Initiatives: Staff Member Richard Ybanez informed the Board that one of his assignments is to conduct research of public property owned by government of Guam for parking that GRTA can use to generate revenue, to include UOG and GCC. Staff Member Ybanez stated that the MOU contract needs to be reviewed by Attorney Keeler and approved by the Board in order to proceed with advertisements on bus shelters and vehicles.

#### E. Review Status of Contract Matters – Fixed Route Contract, MOU with DPW, Attorney General's Office MOU with GRTA: Attorney Keeler suggested the that the Board or Interim Executive Manager Babauta write a letter to KEI by mid-November to notify them that the fixed route contract will not be renewed in 2021 due to GRTA taking over. He stated the purpose of the letter is to allow or provide KEI a period of six weeks if they had any objections or concerns. Attorney Keeler explained with regards to the MOU with DPW that it is his understanding that contract has expired around December



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2019. He stated that it's appropriate to get a new MOU, that will memorialize GRTA's right to use this property. Attorney Keeler stated that in previous years, there wasn't any payment from GRTA to DPW, instead the consideration was GRTA was to be making improvements to the property. Another MOU Attorney Keeler mentioned is between GRTA and the Attorney General's Office. The original MOU dates back to 2012 which had a very unusual provision that mentioned the contract will continue unless terminated by one of the parties. Attorney Keeler expressed his sentiments that typically government of Guam does not like open ended MOU's or contracts of that nature and that an amendment needs to be done.

- F. Executive Manager's Job Description and Annual Review: Attorney Keeler mentioned according to DOA, they don't have a job description because GRTA is an autonomous. He provided the Board with an evaluation form.
- G. Termination of Fixed Route Contract: Attorney Keeler suggested the that the Board or Interim Executive Manager Babauta write a letter to KEI by mid-November to notify them that the fixed route contract will not be renewed in 2021 due to GRTA taking over.
- H. Attorney Keeler updated the Board on Soderholm Sales' protest that was filed with the OPA on bus procurement. Attorney Keeler stated the procurement records have been filed and Assistant AG Matt Wolff will be representing GRTA.

VIII. **Other Discussion:** No discussions were made.

IX. **Executive Session:** No Executive session took place.

X. **Adjournment:** Director Kevin Susuico had to leave due to a project deadline, Chairman Alejo Sablan adjourned the meeting at 3:42pm due to no quorum.

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Alejo C. Sablan, Chairman  
Guam Regional Transit Authority Board of Directors

\_\_\_\_\_  
Date